

Minutes not yet
approved. Approval
and any edits made in
succeeding minutes.

**The Brookfield Library
Regular Board of Trustees Meeting**

Wednesday, October 27th, 2021
7:00pm (Library Community Room)
Minutes

- 1. Call to Order** – The meeting was convened at 7:02pm by Chair B. McIlvaine.

Present:

*J. Voris and L.
Ruggiero are
absent with prior
notice.*

☒ Chair B. McIlvaine ☐ Vice Chair J. Voris ☒ Secretary M. Cappiello ☒ Treasurer C. Lasser
☒ C. Cumberton ☒ J. Pineda ☒ A. Carolan ☐ L. Ruggiero
☒ C. Sarmiere ☒ Library Director T. Wehking ☒ Recording Secretary C. Sebastian

Other: Alexa Larsen (Public Commentor)

- 2. Public Comment** – Alexa Larsen (address was not disclosed by commentor).

- 3. Correspondence Received** – None

- 4. Additions to the Agenda** – None

- 5. Approval of Minutes** –

- a. Regular Meeting on September 22nd, 2021 – C. Cumberton motioned to approve minutes from September 22nd, with no further edits. J. Pineda seconded and the vote was carried unanimously.

- 6. Treasurer's Report** – None

- 7. Director's Report** –

- a. Building & Grounds – The new building windows will be ordered soon, but installation won't be until spring due to materials being backordered. The need of security cameras in the library will be discussed at an upcoming town hall meeting.
- b. Programs & Statistics – The library had the typical post-summer dip, but statistics are still going up since the pandemic. The library's Instagram account has become more active by creating a steady Instagram post schedule, which has helped a lot in retaining community interactions.

- 8. Old Business** –

- a. Committees
- i. New Library (Approve RFP/RFO for Feasibility Study) – C. Cumberton gave an update. Discussion was held. A. Carolan motioned to approve the RFP for a new library in Brookfield, with the clear understanding that cost figures provided for phases two and three would be regarded as estimates. C. Sarmiere seconded and the vote was carried unanimously.

- ii. Strategic Plan – The committee had met for the first time since May and will be scheduling regular meetings soon.
- iii. Naming Rights – Discussion was held. C. Sarmiere will look into how other libraries determined monetary values for certain spaces, and any additional information that could be beneficial.
- b. Policies
 - i. Exhibits (Policy 403) – Exhibits policy was reviewed by board and brief discussion was held. C. Lasser motioned an approval of the exhibits policy, with the discussed edits. M. Cappiello seconded and the vote was carried unanimously. The updated policy will be uploaded to the Brookfield Library website.
 - ii. Mask Required Policy Extend to November – Discussion was held. J. Pineda motioned to extend the mask requirement policy to December 31st, 2021, and will be reevaluated at the December library board meeting. C. Lasser seconded and the vote was carried unanimously.
- c. Finances
 - i. Possible Capital Items for Next Year – Brief discussion was held.

9. New Business –

- a. Policies
 - i. Materials Selection (Policy 500) – B. McIlvaine presented the materials selection policy to the board and brief discussion was held. J. Pineda will oversee drafting the policy.
- b. Finances
 - i. Approve 10-Year Capital Plan – Discussion was held. C. Lasser motioned an approval of the 10-Year Capital Plan, with the discussed revisions of moving the generator and elevator to 2023. M. Cappiello seconded and the vote was carried unanimously.

C. Cumberton left
meeting at
7:46pm.

10. Announcements – Elections are Tuesday, November 2nd.

11. Public Comment – None

12. Adjourn – A. Carolan motioned to adjourn the meeting at 8:02pm, seconded by C. Lasser and it carried unanimously.

Respectfully Submitted,

Clair Sebastian
Recording Secretary